

III. APPENDICES

A. Application for a license to operate a family/group day care/nighttime home

DHR-CDC-712

Revised 05/21

STATE OF ALABAMA
DEPARTMENT OF HUMAN RESOURCES

APPLICATION FOR A LICENSE TO OPERATE
A DAY CARE/NIGHTTIME HOME

☐ First Application

☐ Application for Renewal

☐ I choose to participate in QRIS

☐ I choose **Not** to participate in QRIS

In accordance with Title 38, Chapter 7, Code of Alabama 1975, application is hereby made for a license to operate a:

☐ Family Day Care/Nighttime Home

☐ Group Day Care/Nighttime Home

Name of Applicant: _____
First Middle Maiden Last

List all names you have been known by: _____

Applicant's Date of Birth: _____
Month Day Year

Social Security Number of Applicant: _____
(NOTE: Social Security Number is required by the Department's Administrative Rules for identification purposes.)

Address of Applicant: _____
Number and Street City State Zip Code County

Email address: _____

Telephone Number of Applicant: () _____

Name of Home Day Care: _____

Name of Applicant's Spouse: _____
First Middle Last

List all names your spouse has been known by: _____

Spouse's date of birth: _____
Month Day Year

Do you own or rent your home? _____

If you rent, attach a written statement from the owner of the home giving permission for you to operate a day care/nighttime home.

Will you provide transportation for children in your care? _____

For what age children will you provide care? _____

What days of the week will you provide care? _____

What hours of the day will you provide care? _____

List addresses of all places you have lived in the past five years, if different from your present address:

Number and Street	City	State	Zip Code	County

List each person living in your home:

Full Name	Date of Birth	Relationship to you	Occupation/school attending/attended	Social Security Number

(NOTE: Social Security Number is required by the Department's Administrative Rules for identification purposes.)

REFERENCES:

List at least three (3) persons you have known for at least two (2) years who are not related to you or any member of your household by blood, marriage, or adoption. Information must be complete and accurate.

(1) Name: _____
 Last First Middle

Address: _____
 Street City

 State Zip Code Area Code Telephone Number

(2) Name: _____
 Last First Middle

Address: _____
 Street City

 State Zip Code Area Code Telephone Number

(3) Name: _____
 Last First Middle

Address: _____
 Street City

 State Zip Code Area Code Telephone Number

Name of Substitute: _____
 First Middle Maiden Last

Substitute's Date of Birth: _____
 Month Day Year

Social Security Number of Substitute: _____
(NOTE: Social Security Number is required by the Department's Administrative Rules for identification purposes.)

Address of Substitute: _____
 (Number and Street) (City) (State) (Zip Code) (County)

Telephone Number of Substitute: () _____

Name of Assistant Caregiver, if application is for a group day care/nighttime home:

First Middle Maiden Last

Assistant Caregiver's Date of Birth: _____
Month Day Year

Social Security Number of Assistant Caregiver: _____
(NOTE: Social Security Number is required by the Department's Administrative Rules for identification purposes.)

Address of Assistant Caregiver: _____
(Number and Street) (City) (State) (Zip Code) (County)

Telephone Number of Assistant Caregiver: () _____

Name of Second Substitute, if application is for a group day care/nighttime home:

First Middle Maiden Last

Second Substitute's Date of Birth: _____
Month Day Year

Social Security Number of Second Substitute: _____
(NOTE: Social Security Number is required by the Department's Administrative Rules for identification purposes.)

Address of Second Substitute: _____
(Number and Street) (City) (State) (Zip Code) (County)

Telephone Number of Second Substitute: () _____

BACKGROUND INFORMATION:

Child Care:

Have you ever applied for or held any license or approval or been registered or certified to operate a child care facility of any kind in any county, state, or country? _____ If yes, give details.

Criminal History Background Information Checks:

In accordance with Alabama law, (Act 2000-775, effective November 1, 2000, the criminal history background information check shall be completed on each applicant for a license, each licensee, each adult household member, substitute, caregiver, volunteer, and domestic worker, as well as any other person who has contact with the children or unsupervised access to the children shall be reviewed.

Current Criminal Charges:

Are there any current criminal charges against you or any member of your household? _____

If yes, give details.

Clearance of State Central Registry on Child Abuse/Neglect:

At the time of initial application, a completed REQUEST FOR CLEARANCE OF STATE CENTRAL REGISTRY ON CHILD ABUSE/NEGLECT shall be submitted by the applicant and each adult household member. Required forms are available from the Department.

The applicant shall obtain a completed REQUEST FOR CLEARANCE OF STATE CENTRAL REGISTRY ON CHILD ABUSE/NEGLECT for each caregiver, substitute, volunteer, domestic worker, and any other person who has contact with the children or unsupervised access to the children.

EDUCATION AND TRAINING

If this is your first application:

Attach a copy of your high school diploma or General Education Diploma (G. E. D.)

Written documentation of completion of required training in child care and development is required before licensure.

AGREEMENT

I hereby agree that if I am issued a license/permit or renewal of a license to operate a family/group day care/nighttime home for children, I will:

- A. Maintain standards prescribed and published by the Department;
- B. Adhere to the provisions of the license or permit issued;
- C. Not furnish or make any misleading or any false statements or reports to the Department;
- D. Submit to the Department any reports or make available to the Department any records required by the Department in making an investigation for licensing purposes;
- E. Submit to investigation by the Department;
- F. Admit authorized representatives of the Department at any reasonable time for the purpose of investigation;
- G. Provide, maintain, equip and keep in safe and sanitary condition the premises established or used for child care as required under standards prescribed by the Department, or otherwise required by any law, regulation or ordinance applicable to such facility;
- H. Display the license or permit; and
- I. Maintain financial resources adequate for the satisfactory care of children served in regard to upkeep of premises and provisions for personal care, medical services, clothing, learning experience and other essentials in the proper care, rearing and training of children.

_____/_____
Signature of applicant date

NOTICE OF PENALTY FOR FALSE STATEMENTS

In accordance with Title 38, Chapter 7, Section 16, Code of Alabama 1975, any person, group of persons, association or corporation who makes materially false statements in order to obtain a license or permit shall be guilty of a misdemeanor and shall be fined not less than \$100.00 nor more than \$1,000.00 or be imprisoned in the county jail no longer than one year, or both, and, in case of an association or corporation, imprisonment may be imposed upon its officers who knowingly participated in the violation. Understanding the penalties for false statements, I attest that the statements in this application are true and correct, to the best of my knowledge and belief.

NOTE: The application for renewal of a license shall be submitted at least 30 calendar days prior to the expiration of the current license.

By signing this form, I am affirming that the above statements I have made are true and factual to the best of my knowledge; and I am granting permission for all persons, organizations, or agencies listed above to be contacted for information regarding my background.

Signature

Date

Return the completed application form and any attachments to the Alabama Department of Human Resources at the address below:

**Department of Human Resources
Child Care Services Division
Office of Child Care Licensing
50 N. Ripley Street
Montgomery, AL 36160**